

Town of Readfield

Boards, Committees & Commissions

Approved Meeting Minutes

- Age Friendly Committee July 12, 2023
- Board of Appeals December 5, 2022
- Library Board of Trustees See Note:
July 13, 2022; September 7, 2022; October 12, 2022; November 16,
2022; January 11, 2023; February 8, 2023; March 8, 2023; April 12, 2023
- Recreation Committee August 8, 2023
- Trails Committee April 26, 2023

Age Friendly Committee
Minutes July 12, 2023 Meeting

Present: Maggie, Marge, Deb, Eric J. Marianne, Elaine
Guest: Eric D.
Regrets: Ed

Approval of June 14 minutes

Old Business:

Election Day Table: General trends – morning was slow but afternoon and evening busy. Will take this into consideration for the Nov 7, 2023 election coverage.

Senior Café at the Library: Participation numbers fluctuate. We will ask Eric D. as to options for signage. Melissa would like to see it continue through August.

The current schedule for AF coverage so far: July 18 – Ed and Deb
July 25 – Marianne and Marge
August 1 – Maggie and Deb
August 8 – Eric J and Marge

In an email from Melissa after the meeting, she indicated that she cannot continue to purchase the treats from the Kents Hill Bakery. So AFC may want to purchase or bake. Melissa will continue to supply drinks. We also learned that the Library Cafe will not happen on August 1 because of another event at the library.

Dementia Inclusion Grant: We will wait to hear from Melissa regarding scheduled events and how we can support these activities.

NDN Kick Off – Great event! More people signed up to volunteer. Don't forget about supporting the NDN Auction and Breakfast fundraiser.

Readfield Heritage Days:

Pens – Maggie reported that we can get 250 FREE with our logo from AARP for submitting our Progress Report. She will order them.

T-Shirt – after much deliberation AFC settled on ecru color with AFC logo on the front and Readfield Age Friendly Committee on the back.

Maggie will place the order with DR designs in Manchester. Price approx. \$ 25.

AFC Table from noon – 4 will have Resource Magnets, NDN cards, Window Sample and Big White Board

Maggie bringing table and cover, and canopy tent. Will get there early to set up

Elaine – big white board and pens, clip board for sign ups

Marge – window sample

New Business: Eric D. shared proposed plans to make the Readfield Beach more accessible. He met with Alpha One to begin identifying improvements.

These include a Van Access Parking spot near an accessible Porta Potty and paths that will lead to strategic spots. The early steps in this process will include looking at Land restrictions

and getting feedback from a landscape architect. Hopefully, as the project evolves a small working group consisting of the major stake holders will be formed. This project is in its infancy but still very exciting.

The remaining items on the agenda will be discussed at the next meeting on August 9.

Respectfully submitted,

Elaine

Appeals Board Meeting

December 5, 2022

Members present: William Gagne Holmes (Chair), Peter Bickerman (Vice Chair), Holly Rahmlow (Secretary), John Blouin, Clif Buuck, Henry Whittemore, Nate Rudy

Also in attendance: Chip Stephens (CEO), Scott and Dawn Morash (Appellants), Tom Gottschalk, Tom Molokie, Paula Clark (Planning Board Chair), Jack Comart (Planning Board Vice Chair), Eric Falconer, Karen Bickerman, Carol Doorenbos (Select Board member), Keith Meyer, Bobbie Gottschalk, Megan Morash, Elisabeth Fairfield and via Zoom identified as Dweezil, Todd and Sam

Will called the meeting to order at 6 p.m. at the Town Office and via Zoom. This entire meeting is available for viewing at <https://www.readfieldmaine.org/appeals-board/minutes/board-appeals-meeting-video-final-decision>

The first issue was the approval of the minutes from the August 15, 2022, meeting. Henry moved that the committee adopt the minutes as presented. John seconded. Six votes in favor; Nate abstained as he was not at that meeting.

Will proceeded to the main business of the meeting, which was a hearing in response to an appeal submitted by Dawn and Scott Morash from a revised decision issued by the Planning Board denying their application for a land use permit. Mr. and Mrs. Morash seek to demolish an existing nonconforming and grandfathered structure of approximately 2100 square feet and construct an approximately 4600 square foot residence further from the shore of Maranacook Lake, but still located closer to the shore than the 100 foot setback specified in the Land Use Ordinance.

The Planning Board's previous denial of the Morashes permit application was appealed and remanded by the Board of Appeals to the Planning Board for further findings. The Planning Board's revised decision is dated October 25, 2022.

Will noted that the Board of Appeals reviews Planning Board decisions in a strictly appellate capacity. No new information can be presented to the Board of Appeals, and the Board of Appeals cannot substitute its judgment for that of the Planning Board on questions of fact."

Tom Gottschalk, a resident on Maranacook Lake, presented arguments for the Morashes. He is a retired attorney with credentials from Illinois and Washington, D.C., who is helping the Morashes, but is not acting as their legal representative.

He began by presenting the points of agreement, which included the current status of the property, a nonconforming summer home 14 feet from the shore of Maranacook Lake, which the Morashes want to replace with a larger year-round home 75 feet from the shore. Their application falls under the 2019 Land Use Ordinance, not the 2021 version.

He said the main legal question presented by the Planning Board's decision is whether the Planning Board can on its own volition apply the ordinance language found in the Maine Shoreland Guidelines to the Morash's application instead of the official Readfield Land Use Ordinance. He said the Maine state guidelines were never even mentioned until the day before the first appeal to this Board last August. He said that to the extent the Planning Board wants to apply terms in

the guidelines that do not appear in the Readfield ordinance, it is forbidden to do so by Maine law, and that whatever law is to be applied, the applicant must have notice of it under a town ordinance or it is a violation of Maine statute and the constitutional guarantee of due process.

The Planning Board and the Morashes agree that Article 3, Section 4 of the 2019 Readfield ordinance contains the criteria which are to be applied in deciding under that ordinance whether to grant the Morashes their permit.

Mr. Gottschalk then listed points of disagreement with the Planning Board decision:

He said that the Morash's application comes directly within the provisions of Section 4B and 4A of the ordinance. 4B applies expressly to relocations of nonconforming structures. 4C is the section cited in the revised decision by the Planning Board but expressly applies in situations where a structure has already been removed or destroyed. Mr. Gottschalk said that even if 4C were to be applied here, it would not change the result from applying 4B. He then went into detail about how he believes these ordinances should be applied and addressed the issue of "greatest extent practical."

Mr. Gottschalk said that if the Morash's application satisfies the 100-foot setback to the greatest extent practical, as they believe it does, Section B directs the Planning Board to look to section 4A1 to determine the maximum allowable exception to the setback. Section 4A1e says that if the proposed new structure is greater than 1500 square feet, in no case shall any portion of it exceed 1500 square feet within the 100-foot setback, which he noted is more than the roughly 500 square feet the Morashes wish to build within that limit.

In the Planning Board's revised decision, Mr. Gottschalk said that despite the Board of Appeal's direction on remand, the PB made no finding of fact regarding whether the Morash plan satisfies the 100-foot setback to the greatest extent practical. Rather, it found only that a structure the size of their existing Readfield home could be built behind the setback and that a larger structure might also be built behind that line, but it made no finding as required as to whether or not it is practical to build the structure the Morashes propose to build entirely behind the 100-foot setback.

Mr. Gottschalk said that the Planning Board's decision is a substantive departure from the Readfield ordinance and that is why the Planning Board seeks to import provisions from the Maine guidelines as the basis for its denial of the application. He said the guidelines have language that does not appear in the Readfield ordinance, including Section 12.C.4, which says that if the total footprint of the original structure can be reconstructed beyond the required setback, no portion of it may be reconstructed at less than the setback requirement for a new structure. Mr. Gottschalk takes exception to the fact that the language from the guidelines does not appear anywhere in Readfield ordinance.

Mr. Gottschalk said that this is not a situation involving the reconstruction of an already damaged structure, which is what he asserts C.4 is intended to address. He stated that the application is for a relocation of an existing structure and would fall under C.3 of Section 12 of the guidelines, if those guidelines could be applied at all. It, like Section 4B of the Readfield ordinance, governs the relocation of an existing nonconforming structure and reads exactly like section 4B of the Readfield ordinance except that it does not limit expansion over the 100-foot setback to 1500 feet. He said the Morash's application satisfies the requirements of both the Readfield ordinance and the Shoreland guidelines regarding relocation of a nonconforming structure provided the site of relocation conforms to all setback requirements to the greatest extent practical.

But, Mr. Gottschalk said, even assuming section 12.C.4 is the relevant section of the guidelines and assuming it says what the Planning Board says it says, it cannot be relied upon to deny the Morash application for several reasons.

Section 438-A of the Shoreland Zoning Act specifically directs municipalities to adopt land use ordinances consistent with the act. The guidelines are not self-enforcing and without formal adoption by the town do not have the force of law. He said the Shoreland Zoning Act requires towns to adopt ordinances consistent with their provisions in substance, using the guidelines as a model. If the model ordinance is to be applied, it must be formally adopted as a town ordinance which requires under state law formal notice of the proposed ordinance and its approval at a town meeting. It is the 2019 Readfield ordinance as written and as approved by the town which must be referred to in deciding the Morash's application, not the guidelines.

Mr. Gottschalk said that a related question on this appeal is who gets to decide if the Readfield ordinance is deficient or not. He said the answer is the Commissioner of the Department of Environmental Protection and the state Board of Environmental Protection, not the town Planning Board, and that nothing authorizes any planning board to import the language of the guidelines into a town's ordinance and to bypass the required process for amendment of that ordinance.

Mr. Gottschalk said the Planning Board may not apply the different language of Section 12.C.4 of the guidelines in deciding the Morash's application because this would be a retroactive application of law of Title 1, Section 302 of the Maine Revised Statutes. Peter said that Title 1 of Section 302 applies to changes in law and that the state regulation has been in existence for some time prior to the 2019 Land Use Ordinance. Mr. Gottschalk replied that since that language has never been formally adopted in the Readfield ordinance it is a change of law.

Finally, Mr. Gottschalk noted that the guidelines have been around since 1992 and in those twenty years, so far as we can tell, no one thought to even reference the guidelines and certainly not to delete Section 4 from the ordinance. He said it is worth noting that when Section 4 was actually removed by formal amendment in 2021, the guideline language was not used as a substitute. In publishing the proposed amendment, the town actually used an example to tell voters how it would work. It said that a house which is 30 feet from the water could be relocated to 90 feet from the water, not that it must be built behind the 100-foot setback as the Planning Board says the guidelines require.

He questioned whether Section 4 of the Readfield ordinance has been applied to allow other enlarged replacement structures to be partially or wholly placed within the 100-foot setback if that setback has been met to the greatest extent practical. He said that if the Morashes move their proposed home behind the 100-foot line they will be faced with a steep slope that presents safety issues. He distributed a letter from Dustin Dorr of the Maine Department of Environmental Protection Bureau of Land Resources that recommends "avoiding the disturbance of steep slopes and existing vegetation is avoided to the greatest extent practicable during construction." The Dorr letter says that while activities within the 75-foot line could require a permit from the DEP, it does not refer to the 100-foot line as a possible barrier to the relocation.

Peter noted that the state DEP website requires a 100-foot setback for constructions on all great ponds.

Clif Buuck suggested that the 75-foot setback applies to streams and rivers. Chip agreed.

Mr. Gottschalk said he sees only two options: One is that the Appeals Board vacates the Planning Board decision and grants the permit or orders another remand. He said that he is not sure the latter would be helpful as he sees the Planning Board as very wedded to limiting all new building to the 100-foot limit regardless of circumstances. Mr. Gottschalk then suggested that perhaps an individual could be appointed to assess the situation and determine whether

the Morashes should be allowed to go ahead or come up with a compromise plan acceptable to all parties. He said perhaps CEO Chip Stephens or some other qualified person, such as a shoreline specialist, could fill that role.

Clif began the questioning by asking what language in the guidelines Mr. Gottschalk objects to. Mr. Gottschalk said it is the section in the guidelines that the Planning Board is using to deny any building within the 100-foot setback that is not stated in the Readfield ordinance. Clif also asked about the 1000-square-foot limit for buildings less than 75 feet from the shore. Mr. Gottschalk said that doesn't apply in this case, since the Morashes don't intend to build closer than 75 feet and the 1500-square-foot limit for anything inside 100 feet is more than adequate for what the Morashes plan.

Peter Bickerman said that the 1500- and 1000-square-foot limits being discussed refer to an expansion of a nonconforming structure, but in this case we are talking about the replacement or relocation of an existing structure. Mr. Gottschalk disagreed and said that Section 4.a.1 he cited that allows the 1500-square-foot limit carries over into 4b, which is the section upon which the Morashes are basing their claims. He said that 4b incorporates 4a and that 4c incorporates 4a. Peter said that's not the case because the Morashes are not relocating but replacing the existing structure.

Peter noted that zoning regulations often keep people from building the kind of houses they want to build on certain properties.

Paula Clark, Planning Board chair, spoke next. She said that the board based its review on information already in the record; no new information was considered. She said that she thinks much of the disagreement comes from the fundamentally different way the applicant views the ordinances and the way the Planning Board applied it. She said the Planning Board views the phrase "to the greatest extent practical" as applying only to the original structure, not to a larger building. She interprets the 1500-square-foot as total building size and not an expansion. She said that the Planning Board did not substitute the guidelines for the Readfield Land Use Ordinance. Paula noted that local land use ordinances cannot be less restrictive than the shoreline guidelines. She said the state has approved Readfield's ordinance.

Henry Whitemore asked how the Planning Board determines "greatest extent practical." He asked if the Planning Board looks at the existing structure as opposed to the replacement structure. Paula said they consider the current structure and other external factors but not a larger structure. She said greatest extent practical is often a consideration when someone wants to move a camp and large trees, slope, septic or other factors limit how much a building can be moved back from the water, but in that case the building size is limited to 1500 square feet. In the Morash application the existing building can be moved back 100 feet, so greatest extent practical does not apply to the larger home they wish to build. Once they are beyond the 100-foot setback no Planning Board permission is required.

Henry then asked about references to the issues of safety vs. convenience and improvement vs. full compliance in the context of greatest extent practical. Paula said they did not consider convenience. Paula said that Planning Board findings show that the current home can be moved back behind the 100-foot setback.

Henry referred back to the issue of safety vs. convenience in relation to the large slope behind the home and the difficulty of building a driveway that would be safe in wintry conditions. Paula noted that the materials put forth by the Morashes were based on applying the greatest extent practical standard to the 4600-square-foot structure, not the 2100, which is a fundamental difference to how each side sees the issue.

Jack Comart, vice chair of the Planning Board, spoke about Mr. Gottschalk's comments that the state Shoreline Zoning Guidelines not being mentioned in Readfield's ordinances is a violation of due process. He noted that in Article 1 Section 2 that the ordinances were adopted pursuant to the Shoreland Zoning Guidelines. If there is a conflict between the two, then the more restrictive of the two should apply. He said that the guidelines are clear: If the existing building can be moved back 100 feet, then the building can be enlarged. He said that if Mr. Morash wants to a larger home beyond the 100 feet that is not a Planning Board issue, just possibly code enforcement.

Jack also addressed Mr. Gottschalk's reference to the example used in the town warrant where a camp might be moved back 90 feet instead of 100 feet. He said that in some case it is not possible to move a building back the full 100 feet, but that doesn't mean it shouldn't be done when it is possible to move back the full 100 feet.

Peter asked Jack if a 14 percent slope is atypical in the shoreline zone. Jack said it is not, and Mr. Morash is free to build on that slope.

Town Attorney Kristin Collins reviewed the statutes and ordinances for shoreline zoning and how they work with each other and how they apply to landowners and the limitations it imposes on them. Again, the more restrictive of the state or local ordinance are applied. She said she doesn't see the Morash application as reconstruction but rather a new building altogether.

She next addressed Section 4.A.1.c, upon which the Morashes are basing their appeal. She said it doesn't apply because their current home doesn't straddle the setback line.

She said that the Planning Board decided this issue correctly and that if the Planning Board had allowed the project to go ahead, it could bring DEP enforcement down upon the town.

Nate Rudy asked what the consequences are for the town if they allowed the building to go ahead. Kristin said that the DEP could take the town to court and force Readfield to follow state guidelines, possibly stopping a building in process.

Henry asked about the four cases where residents were allowed to build larger homes closer to the water than the 100-foot setback. Kristin said that precedents don't bind municipal boards, only courts. Even if these other applications were decided incorrectly, she asked, does that mean we should continue that error?

Peter said that if the Planning Board in the past had decided one of these cases incorrectly and a court had found that the Planning Board had acted incorrectly, then that would be different and a precedent would then be set.

Finally Kristin said she did not see any violation of the Freedom of Access law in her meeting with the chair and vice chair of the Planning Board to plan procedure.

Keith Meyer addressed the board. He said he found it offensive that the greatest extent practical is considered irrelevant. He also said he doesn't understand how the four cases that appear to break the rules can be irrelevant and that it appears that there is a double standard for those "from away" as opposed to locals.

Mr. Gottschalk rebutted Kristin Collins interpretation of the land use ordinance saying it doesn't apply to new structures. He returned to his argument that the state guidelines are not part of the Readfield ordinance and thus not applicable because they were not adopted by the town. The steep slope behind the house is a safety issue, he claimed, and should be considered as a factor in the greatest extent practical. He said he tried to talk to Colin Clark of the DEP, but he would

not do so. He also spoke to the unfairness issue comparing the current application to the four cases Mr. Morash found where the 100-foot setback was not enforced.

Carol Doorenbos spoke about her recent awareness of the Morash issue and said she found it troubling. She noted the lengthy process the Morashes have undergone and asked to read into the record some details from the four properties mentioned as comparable properties that were allowed by the Planning Board with exceptions. Will said much of the material she wanted to present had already been heard by the board. Peter noted that new material could not be considered in this hearing, as it was not part of the Planning Board's record. Carol objected, saying these properties had been mentioned several times in the meeting. John Blouin noted that much of what she was saying was already known to us. Ms. Doorenbos' testimony on the other properties was not heard.

Mr. Gottschalk rebutted again saying that the information on the other properties should have been heard by the Planning Board.

Henry moved that we go into deliberations. Peter seconded. All agreed.

Kristin mentioned that we could adjourn pending the receipt of legal advice.

Will Gagne Holmes noted that that would delay that event for at least a month as notice must be given.

Peter said that with all the legal experience on the board he doesn't see the need to put off the decision for the sake of having another lawyer join the discussion, which will take more time and money.

Henry asked about the details of our remand in reference to the "greatest extent practical."

Peter said that he felt the original decision was rather cryptic and he wanted to see it fleshed out. He said the Planning Board could have revised their decision after receiving more information, but that it wasn't necessary.

Henry said that he hoped the Planning Board would address some of the details we discussed and that there would be a more collegial feel to the process with better communication between the Planning Board and the Morashes.

Will asked Henry if he felt better about the decision now that the Planning Board has determined that the current home can be moved back completely. Henry said he walked the property today to try and get a feel for the slope and other issues. He said he was a little confused about the road-driveway and steep slopes issues, but Will noted that issue is not part of the current deliberations.

Will asked how the board feels now about what the Planning Board decided, that the current home could be picked up and moved back.

Peter said he thinks there is a fundamental divergence about how to apply greatest extent practical in a situation of this kind, where the appellant wants to replace the current structure with a much larger one. He read from their Nov. 30 document: "Neither of the two Planning Board decisions makes a finding that the 4600-square-foot permitted residence we would like to build could be practically built entirely behind the 100-foot-setback nor any finding rejecting our evidence that it is impractical to do so." Peter said that the Planning Board's view of the law is that that's not what they are there to look at, that nobody has a right to build a structure of any particular size on a nonconforming property, and that they decided this correctly based on the law.

Holly said as a nonlawyer and just listening to the arguments that the process came across as a bit unfair.

Henry spoke about the land use ordinance and whether it includes the shoreline zoning ordinance. He said that looking at the dates of the documents, his concerns about the due process are eased. That the town did adopt those guidelines with the ordinance.

Clif said he sees this issue as being about grandfathering and the right to continue existing nonconforming conditions of the property as described in Article 3 Section 1. He said as far as he's concerned the Planning Board decided it correctly based on the 2100-square-foot home. He said that previous decisions of the Planning Board mentioned by the Appellants in which permits were granted on other lots were not examples of people "getting away" with anything because there were other obstacles preventing full conformance in those cases. He said he voted for remand because he was concerned about the vegetation issue and native vegetation is preferred, but the Planning Board's position is revegetation is allowed. There are no factors which prohibit building on a 14 percent slope. There's no provision for convenience or practicality. He doesn't see an obstacle to moving it back, and again it all gets back to grandfathering what is already there.

John said he didn't believe that the Planning Board had done anything incorrect or inappropriate or that we have any new evidence that changes what we did before. He hoped the remand would improve communication and perhaps lead to a compromise. He said he's troubled by the four alternative cases that were permitted and feels badly that the communication has made it difficult for the applicant to predict the outcome, but that he doesn't see that the Planning Board decision was incorrect.

Clif asked about case law where guidelines are used to interpret an ordinance. Will noted that an attorney argued tonight that they do it all the time. Peter said it's an odd rule making situation where you have mandatory shoreline zoning rules which can contain different language from the state guidelines, but you have to be at least as stringent as the model rules.

Nate said he's coming from a different place as a new member to the board and someone who works for local government and has sympathy for all parties. He doesn't see the applicant's view as supported by the documentation and doesn't think the 1500-square-foot limitation applies at all. He said he was particularly interested in the "greatest extent practical" and how the Planning Board applied it and how it compares with a hardship clause. No ordinance, including the 2019 ordinance, is exempt from shoreline zoning. He spoke about the difficult job volunteers have and how we cannot be expected to violate the law. Our job is to apply the law correctly whether or not that is consistent with prior cases. He said the Planning Board has met that standard in this case.

Henry said he felt frustrated by the appellate nature of our board and the sketchiness of the Planning Board records. He said he doesn't feel like we had enough information and that it's unfortunate that we cannot unbundle the footprint of the house and the driveway. The house will fit, but the road and house don't work together. He said he would like to see a way to make the project work.

Henry said he felt frustrated by the appellate nature of our board and the sketchiness of the Planning Board records. He said he doesn't feel like we had enough information and, as an appellate board, we can only validate the Planning Board's decision. He said it's unfortunate that we cannot unbundle the footprint of the house and the driveway. The house will fit, but the road and house don't work together. He said he would like to see a way to make the project work.

John moved to end deliberations. Peter seconded. All in favor.

Henry asked about our options, but we had closed deliberations.

John moved to reopen deliberations. Will seconded. Nate asked why. Henry said to discuss the next step. Passed by six: Peter abstained.

Peter read the ordinance that outlines our options.

Nate noted that this is probably the end of this proposal but not the end of the applicant's options.

Holly asked about the Morashes next step and whether they would need to come back to the Planning Board. It was explained that as long as they move back 100 feet from the high-water mark, they may not need to go back to the Planning Board; that they just have to submit plans to the code enforcement officer.

John moved we end deliberations. Will seconded.

Will moved we deny the applicant's appeal of the Planning Board's revised decision of Oct. 25. John seconded. Six in favor; Holly abstained. Appeal denied.

Nate moved we adjourn, John seconded. All in favor. Adjourned at 8:35.

Minutes prepared and submitted by Holly Rahmlow and Peter Bickerman

Kristin Parks

From: Pam Mitchell <prm313@gmail.com>
Sent: Tuesday, August 08, 2023 11:15 AM
To: Kristin Parks
Subject: Library Board Minutes
Attachments: Sept. Library Minutes.pdf; Minutes Oct 12 2022 Readfield COMMUNITY LIBRARY.pdf; Readfield Community Library Board Meeting Notes - 7_13_22.pdf

AUG 08 2023

Hi Kristin-

I am going to send you a few emails with the Library Board Minutes attached. Through a mix-up in communication, the secretary didn't know she had to send you the minutes. So, you will receive minutes from July, 2022 to April, 2023. Jackie will send you November, 2022 and January, 2023 minutes. We will send the May and June minutes when approved in September.

Thanks.

Pam

COMMUNITY LIBRARY
BOARD OF TRUSTEES MEETING
JULY 13, 2022

The meeting was called to order at 6:36 by Pam Mitchell. It was held in person at the Library. Trustees present were: Pam Mitchell, Jen Bonnefond, Pat Clark, Jackie Drouin, Maureen Kinder, Deb Peale and Librarian Melissa Small. Excused were Sonya Clark and Brenda Lake. READFIELD

Secretary's Report: June minutes were approved.

Treasurer's Report: There was no Treasurer's report.

Old Business

- Covid Updates - Kennebec County continues to reflect a CDC green (low risk) status, thus, there will be no changes to the Library's current Covid protocol. (That is subject to change depending on Kennebec County's risk level.)

Melissa advised members that we had alternative indoor locations set up for a number of the upcoming events in case of rain, and in those indoor locations, masking would not be required but would be optional, and the library would have masks available for those who still wanted to use them.

- Long Range Planning Committee (LRPC) Update - Pam advised that LRPC had met and had decided that its first order of business was to work on a list of stakeholders to determine their wants/needs from the Library, and to incorporate the stakeholders recommendations into the long range plan. In order to reach stakeholders, the LRPC plans to use an electronic Google Survey.
- Summer Book Sale - Pam confirmed that we had received permission to use the fire station to conduct the book sale. A number of members agreed to work at the book sale, and then the Board discussed different members reaching out to a variety of organizations to see if they would be interested in receiving some of the books that did not sell. Morning volunteers were advised to arrive at the fire station at 7:00 a.m.

Regarding advertising for the book sale, Melissa advised the Board that the Select Board Chair, Denis Price, asked that all advertising for Readfield

town-related events have advertising that is consistent with Readfield's other boards/committees.

- Summer Reading Program - Melissa advised that the sign-up event had been a success. She provided the following numbers:
 - Ages 0-11: 40 participants
 - Ages 12-17: 18 participants
 - Adults: 25 participants

Melissa advised the board that there would be an expense of \$130 for 5 prizes for the summer reading program. The Board will determine if the "Friends of the Library" would be willing to fund that expense.

- Library's second floor - Pam advised that funds for updating the upstairs and paving the parking area have been approved by the town, but Town Manager Eric Dyer was not able to tell her when those projects would be completed. Melissa also advised that the Library had some funds for updating the second floor of the library from the New England Small & Rural Library Grant, and those funds needed to be used by the end of December 2022.

New Business

- Board Member and Officers: Election - The following individuals were elected to to serve as Officers for the coming year:
 - Pam Mitchell - President
 - Jen Bonnefond - Vice-President
 - Sonya Clark - Treasurer
 - Jackie Drouin - Secretary
- Professional Development for Librarian - The Board agreed to use library funds to cover the cost of Melissa's recent professional development training. It further agreed that, going forward, professional development should be a regular expense for the Board. Pam will talk with Sonya about adding a new line item to the Board's financial report specifically for that purpose.
- Change Library Board Meetings the 2nd Wednesday of the Month - The Board voted to change the regular meeting date to the 2nd Wednesday of the month. However, it was agreed that there would be no meeting in August since we were having the book sale, and the September meeting would still take place on the

first Wednesday, September 7th. Starting in October, all meetings would be held on the second Wednesday of the month.

- Policy for Outside Groups use of Library for meetings and/or events - The Board discussed and agreed that the outdoor space is available for all to use, but it did not have sufficient space to accommodate meetings inside the library at this time. It was agreed that the matter could be reconsidered (1) once the second floor of the library had been updated for patron use and (2) the Board had written some policies for the library's use by outside groups. The need for an updated Code of Conduct and new Bulletin Board Policy were also discussed.
- Christian Science Monitor Interview - Melissa was interviewed by Christian Science Monitor regarding the library's lending of non-book items. She was told that the Readfield Community Library was chosen because of its small size. We will watch for an article.
- Changes at Maine State Library (MSL) - Melissa advised that the MSL had recently made some changes that might impact our library. They were:
 - Key personnel that Melissa regularly dealt with are retiring/moving on;
 - the MSL is dissolving its large print program and they will encourage use of the InterLibrary Loan system for Large Print; and
 - possible changes to the Books by Mail program.
- Donation to Library - Melissa accepted a donation of an umbrella for the Library's patio furniture.
- Botanical Garden Park Pass - Melissa said the Botanical Garden Park Pass has been a very big hit. It was taken out 10 times in June, and she already had 16 dates on hold for July.
- Age Friendly Committee - Melissa met with the Age Friendly Committee to discuss ways to collaborate. She also met with an administrator from Balsam House, who agreed to let Melissa know what authors its residents like so that we could donate books to the House. The administrator also discussed the possibility of:
 - getting library cards for the House or each resident individually;
 - getting an ipad for audio books through Cloud Library; and
 - A Book Talk for residents.

The Board adjourned at 8:06 p.m.

READFIELD COMMUNITY LIBRARY
BOARD OF TRUSTEE MEETING
SEPTEMBER 7, 2022

The meeting was called to order at 6:35 p.m. by Pam Mitchell. It was held in person at the library. Board members present were: Pam Mitchell, Jen Bonnefond, Pat Clark, Sonya Clark, Jackie Drouin, Maureen Kinder, Brenda Lake, and Deb Peale. Librarian Melissa Small was also present.

Secretary's Report: July minutes were approved. It was agreed that going forward all changes to the minutes would be made as comments in Google Docs rather than edits, and the secretary would make the recommended edits in the final version. It was further agreed that, on the day of or the day before the next meeting, the secretary will send to all Board Members a copy of the previous meeting's minutes with all recommended edits incorporated.

Treasurer's Report: June, July, and August Treasurer's Reports were approved.

Old Business:

- Covid Update - Kennebec County's status has changed from green (low risk) to yellow (medium risk), therefore, masking will be recommended for those coming into the library. (The recommendations will change as the county's CDC risk status changes.)
- Book Group - The Book Group will meet on Zoom for its next meeting on September 26th at 6:30.
- Toys in the Library - It was agreed that it would be okay to bring toys stored upstairs to the main floor for use by children visiting the library.
- Book Sale Suggestion - Jen recommended, and all agreed, that next year the Library should have a 2-hour window on the day prior to the book sale for patrons to drop off books at the library. This would accommodate individuals who would like to contribute books to the sale but are unable to drop off their books on the morning of the sale. The specific time will be determined as the book sale date approaches.
- Summer Reading Program - The statistics on the program will be updated at the next meeting as it was discovered that not all participants had been added to the initial figures.

- New Time for Board Meetings - The Board discussed changing Board Meetings from the first to the second Wednesday of the month, thus, our next meeting will be held on October 12th. Jackie made a motion to approve the change, and it was seconded by Maureen. All were in favor. Melissa will advise the town office of the change.

New Business:

- Potluck for Betty and Jan - It was agreed that the members of the Board would have a potluck to celebrate Betty's and Jan's years of work on the Board; however, a location and date was not set.
- Halloween Trunk or Treat - It was agreed that Trick or Treat would be celebrated outside at the library this year rather than going to the Fairgrounds. Board Members agreed to donate treats for the event.

Librarian's Report

- HOOPLA - Melissa advised the Board of a new option for patrons to borrow eBooks, audio books, comic books, TV, magazines, movies, and more from an entity called HOOPLA, which could provide the community with 1.1 million titles. The Board would have to make an upfront payment to HOOPLA, but the fees would not be accessed until the item was borrowed. The fees would be based on the type of content borrowed, e.g. books would cost \$.27 and movies \$3.99, with the average cost being \$1.87 per item borrowed. Based on Readfield's "service population," Melissa was advised that the upfront cost would be \$2,000, but she was also advised that we could start at a lower fee and be billed monthly or make another upfront payment, as needed. The content from HOOPLA would:
 - Be available on all electronic screens;
 - Be accessed by the community using their library card;
 - Be limited by the amount paid by the Library to HOOPLA for its services, i.e. higher payments to HOOPLA would allow for more borrowing by patrons;
 - Have limits for the number of times each patron could use HOOPLA;
 - Automatically be returned based on the borrowing time set for each type of content, which varies; and
 - Not limit the number of patrons borrowing a particular item, unlike cloudLibrary, which does.

For comparison's sake, Melissa advised the Board that the Library currently pays \$350/year for the Library's patrons to use cloudLibrary. That \$350 could be used toward HOOPLA, as could be money currently spent on DVDs and audio

purchases, and possibly funds raised through the book sale. Melissa suggested that Board Members go to the website for HOOPLA to see what is available.

After the Board's discussion about HOOPLA, it was agreed that Melissa would contact the Mount Vernon library, which is currently using HOOPLA, and we would discuss HOOPLA further at our next meeting.

- Baker & Taylor Ransomware Attack - The library's provider of books was down from 8/20/2022 - 9/7/2022. Thankfully, they are up and running again.
- Christian Science Monitor (CSM)- Melissa was interviewed some time ago by CSM reporter Roy Rivenburg regarding small libraries becoming "the library of things." Although he did not feature his interview with Melissa in the story, he did provide her with a link to the story he wrote about innovative ideas coming out of small libraries. Here is a link to Roy's story:
<https://www.csmonitor.com/Books/2022/0803/What-can-a-library-card-get-you-Try-a-popcorn-maker-or-ukulele>
- Collaboration with the Age Friendly Committee
 - Balsam House Liaison - Melissa was wondering if any of the Board Members would be interested in acting as a liaison with Balsam House, which could include helping with deliveries of books to residents.
 - Event Co-Hosted by the Library and the Age Friendly Committees - Marti Stevens Interactive Improvisational Theater will have a performance on November 1st at 3 p.m. The program is interactive and will include issues related to aging in place for Mainers age 50+. Melissa asked if anyone was interested in helping with the event and providing finger foods and/or appetizers.
 - Tech Tuesday Program - Readfield's Age Friendly Committee is interested in providing a "Tech Handy Helpers" program for patrons to bring in their phones, laptops, or tablets for help with troubleshooting and "how to" help. Melissa has reached out to Ricko Graziano, who lives in Readfield and is a CIS instructor at UMA, to see if he could get some volunteers from his classes to participate. Rocko has agreed to ask the students once they are settled in. Maybe we could have a couple "Tech Tuesdays" in October. These events would be inside and only available if we have volunteers.

- Publicity/Outreach Related Issues
 - August events were publicized in the Newsletter, Messenger, and Facebook.
 - New England Rural Grant Monies - with these funds, Melissa is considering purchasing the following items using these funds:
 - A 3- to 4-foot sign for table/events. (Cost of \$100 or less)
 - A 6-foot foldable table, that folds in half, for easy transportation and storage. (Cost of \$100 or less)
 - Possibly a new sandwich board for the library?
 - Books for the Beach Program?
 - Facebook - Melissa encouraged the Board Members to continue to share events on their Facebook feeds, which increases exposure.
 - Summer Events
 - Melissa expressed her appreciation to the Board Members for all the help they provided throughout this past summer.
 - Summer Programming Numbers for 2022 (July and August only)
 - Total Programs - 30
 - Total Attendance - 597
 (These numbers compared to 22 and 412, respectively, for 2021.)
- News from the Maine State Library (MSL)
 - Bendable Maine - This is an online learning marketplace for training, knowledge, local, statewide, and national content. Most training is free, but some require payment of fees. On Tuesday, October 4th, at 11 a.m., a representative from the MSL will meet with Melissa to describe the program in more detail. All Board Members are welcome to attend, but should let Melissa know if they will.
 - Dolly Parton's Imagination Library - thanks to support and funding from Governor Mills and the Maine Legislature, the program will be coming back and expanded.
 - Maine Public Library Fund - Melissa said that a grant can be written to tap into these funds, and she is wondering if Board Members have ideas as Melissa is happy to apply for the grant. Preference will be given to projects and programs with an environmental sustainability or DEI (diversity, equity, inclusion) focus.

- MSL New Directors Orientation - This event has been postponed due to the pandemic. Melissa will be attending at no cost on September 23rd from 9-3.
- Beanstack - Funds from the MSL for small libraries to participate in Beanstack will be ending as the source of the funds, the federal CARES Act and ARPA funds, are no longer.
- **General Updates**
 - Board Members should continue to share/promote the library's upcoming events on Facebook.
 - Brenda has agreed to send thank you notes to a number of individuals for work they have done for the library.
 - A very big "Thanks!" to Brenda for repairing the library's books!!
 - Maureen has agreed to lead the September 26th, 6:30 p.m. Book Group discussion.
 - The Library issued 28 new library cards in July and 13 in August!
 - On Saturday, September 24th from 10-4, the Library will have an open house. Melissa asked that Board Members make treats for the event, if possible.
 - On Saturday, October 1st, from 10-12, the Library will participate with Kents Hill Orchard in the Annual Kents Hill Festival. The Library will provide a story time, craft activities related to a fall-themed book, and free, gently used books.

The meeting adjourned at 7:55 p.m.

The next meeting will be held on October 12th at 6:30.

Respectfully submitted,

Jackie Drouin

Readfield COMMUNITY LIBRARY
BOARD OF TRUSTEES MEETING
October 12, 2022

The meeting was called to order at 6:35pm. It was held by zoom. Trustees present were: Pam Mitchell, Jen Bonnefond, Deb Peale, Pat Clark, Sonya Clark, Brenda Lake and Librarian Melissa Small. Excused were Michele Fiori, Jackie Drouin, and Maureen Kinder.

Secretary's Report: September's minutes will be reviewed at November's meeting.

Treasurer's Report: Both monthly and quarterly reports were approved.

Old Business

COVID Updates: Masks are currently recommended. When Kennebec County is in green , we will post a sign saying masks are available but optional, and when in Yellow we will place them in the basket outside for patrons with a sign saying they are recommended. Decision made due to the high costs of continuing to provide masks at all times.

Halloween: Volunteers needed to help with Saturday October 29th at library/meeting house pumpkin carving event. Monday October 31st we will pass treats out at the library.

New Business

Board did a short training on how the shared Google folder works. From July 2022 onward, all minutes, Librarian Reports, Treasurer Reports, and agendas will be stored in the shared folder for all current BOT members to access.

Veteran's Day Program: This year the Library will create a book display. Discuss about planning future events with local veterans for the future, in collaboration with Ben (Cemetery Sexton).

Tree lighting: Library will hold a tree lighting event on December 2nd at 6:30pm. Pam will talk with the middle school music teacher about having the middle school singers.

OCT 12 2022

Policy Update: The policy committee has been working on updates to the Collection Development Policy and the Materials Reconsideration Policy. They plan to meet again in the next couple of weeks and will have updates for the November meeting.

Maine Public Library Fund Grant: Board to come up with ideas and discuss in next month's meeting. Melissa would like to submit an application for an "innovative program grant" of up to \$5000 due November 18th. Preference will be given this grant cycle to environmental sustainability programming.

Librarian's Report:

Magazine Renewal: Board plans to update and expand magazines in the library to include ones for the children and teens.

General Updates:

Building/Technology issues: Current backup surge protector needs to be replaced.

Upcoming Coverage for Librarian: Melissa would like to create an on-call circulation desk substitute list of Board members to be back-up if Melissa/volunteers are not available.

Next meeting will be Wednesday, November 16 at 6:30pm by zoom. Note the change to the 3rd Wednesday for November only.

Meeting was adjourned at 8:08pm.

READFIELD COMMUNITY LIBRARY
BOARD OF TRUSTEES MEETING
NOVEMBER 16, 2022

The meeting was called to order at 6:03 p.m. It was held by Zoom. Trustees present were Pat Clark, Jackie Drouin, Maureen Kinder, Brenda Lake, Pam Mitchell, and Deb Peale. Also present was Librarian Melissa Small. Excused were Jen Bonnefond and Michelle Fiori.

Melissa began the meeting with a short tutorial regarding how to navigate Google Docs. She showed us how to navigate to specific documents within Google Drive. She also described how to make *suggested* amendments to the minutes when reviewing them. Melissa said Board Members should only make suggested changes when reviewing the minutes, but the owner of the document (the Board secretary) is the person who should accept recommended changes.

Secretary's Report: Deb motioned to accept the minutes for October 12, 2022, meeting as amended and Brenda seconded the motion. All approved.

Treasurer's Report: After discussion and clarification regarding October's report, Marueen motioned to approve the Treasurer's Report for October and Brenda seconded the motion. All approved.

Old Business

Covid Updates: Kennebec County's Covid color is green, meaning the risk is low. Although some members of the Board said they were anxious to resume indoor programming at the Library, the Board agreed that we should continue to proceed with caution. After discussion, the Board agreed that we could start to allow a few *small* events inside the Library each month, monitor Covid updates, and revisit the issue regularly.

Halloween: Melissa advised the Board that they had "a ton" of people trick-or-treating at the Library on Halloween night. Melissa and Pam thought that, although we did participate in the Trunk or Treat at the Fairgrounds this year because we were specifically asked to do so, going forward we should go back to offering trick-or-treats at the Library so that the Library is seen as a participant in the community's Halloween celebration rather than just another trunk at the Fairgrounds. The Board also agreed that the Library should open for trick-or-treat even if Halloween does not fall during regular business hours.

Maine Public Library Fund Grant: Melissa explained that these funds come from a check-off on Maine taxes where taxpayers are asked if they want to contribute to libraries. She further explained that she was not sure if she would have time to apply for the grant, but if she did, the funds would be used for programs involving environmental sustainability. Melissa has

researched putting together a sustainable speaker series that would be locally relevant. Melissa will keep us posted.

New Business

Tree Lighting: Items discussed:

- The middle school singers are confirmed for the evening of the tree lighting at the Library.
- Deb, Brenda, and Pam will get the tree and put it up on Saturday.
- Pam and Brenda agreed to trim the perennials in the front of the library and put the candles in the Library windows.
- It was confirmed that Sonya has purchased new lights for the tree as the old ones were not working properly.
- Pam will contact Donna Witherill, the person who normally donates a wreath to the Library, to see if she will do so again this year.
- Deb will check with Sonya, who was going to find out if the Santa suit was available for the evening of the tree lighting.
- Everyone agreed to make at least 2 dozen cookies for the event. The Board members stated the kind of cookie they would bring to the tree lighting. The cookies do not need to be bagged.
- Adam will bring the sound system.
- Pam will get more cups from Hannaford.
- We will have three containers of hot chocolate for the event. Two containers will come from the Town Office and one from the Library. Deb will prepare the hot chocolate at her home and bring it to the Library.
- It was agreed that the singers could stand off to the sides of the steps to sing, thus, the refreshment tables will go in the center.

Hanukkah: We will plan to do what we did last year, which was to have Hanukkah-related music, books, and treats. It will take place on Wednesday, December 21st at 6:00 p.m. The Board agreed that the celebration should probably take place outside.

Holiday Closures: The Board agreed that the Library would be closed on Dec. 22-26 and 31 and Jan. 1-2. Melissa asked if we wanted to be open on other days to make up for the closed days. The Board agreed that we should not add extra Library hours to make up for the days the Library will be closed. The Library will also be closed at 5 p.m. the night before Thanksgiving.

Books in Memory of Someone: A patron has asked if she could donate books in honor of someone, and Melissa has never encountered such a request although she has seen books in the library that have been donated in honor of individuals. Melissa had a few questions/issues regarding this matter:

- Where did the book plates come from to memorialize such a book donation?
- We should establish a protocol in the event that someone wants to add a specific book that Melissa would not want to add to the book collection.

No one could remember where the book plates came from, so Melissa will make her own. The Board decided to take up the issue of a protocol for rejecting books at a later date, but in the interim, it was noted that the Librarian has the prerogative to determine which books are in the Library.

Burns Night: We had food, music, and readings of poetry last year, and all agreed that it would be good to do a similar celebration this year from 6-7 p.m. on January 25th. Melissa said that a patron who is a fiddler has offered to come this year to play Burns-related music for the celebration. Melissa suggested that if it was a small group, we could have it indoors if it was really cold. Maureen offered to bring a heater to the event in case we had it outdoors.

Chewonki for Summer Reading Program: The Board agreed that we did want to do the Chewonki Program for the finale of the Summer Reading Program, which will take place on Monday, August 21 at 6:00 p.m. The cost for the Chewonki program is \$283, which is the same as last year. We will choose a specific Chewonki program at a later date.

Policy Update: There were no policy updates available for this meeting.

Librarian's Report:

- There were 52 uses of the Botanical Garden Passes last year. All agreed that we should purchase the pass again this year.
- Melissa renewed the Library's magazines for the coming year. She said the Library stopped purchasing Sports Illustrated because of low circulation and a significant increase in price. Also, we would no longer get Eating Well as it was discontinued. Ranger Rick was added as a new children's magazine. (Thanks to Pat for the recommendation.) Consumer Reports is changing in that the end of the year issue will be digital only and the vendor was unable to tell Melissa how that would impact the price. The final price for magazines will be around \$400.
- The skunk smell, which was coming from the basement, has finally been mostly resolved! Ben went down into the basement, yet again, and found a dead skunk and removed it. (Kudos to Ben!!) There is further work to do in the basement to prevent a recurrence, and someone will be coming in to see to that.
- One of the tables and two of the small chairs from outside were brought into the adult room to accommodate the plowing that must be done this winter. (The chairs and table could be brought upstairs if we find the table or chairs are in the way.)

- Melissa was planning to get rid of some Maine author books because we had multiple copies. After consulting with Pam, Melissa put together a small book raffle with the extra books and added 2 new Great Libraries of the World t-shirts she had on hand and a few Bendable Maine tote bags. She put up a small display to sell raffle tickets for \$1/each.
- Melissa will be doing an annual volunteer circulation training in January, which will also include emergency training, which will be done by Eric. Melissa is encouraging all Board Members to attend the training, especially those who work at the circulation desk.
- Melissa was wondering if the Library wanted to do a school vacation week program in 2023. However, considering that Covid is still an issue, it was decided that it would be best not to do it this year, however, we left open the possibility of reconsidering the issue if Covid conditions improve.
- Melissa was looking for volunteers for November 26th, but no one was available.

The meeting was adjourned at 8:05.

READFIELD COMMUNITY LIBRARY
BOARD OF TRUSTEES MEETING
JANUARY 11, 2023

The meeting was called to order at 6:40 p.m. It was held by Zoom. Trustees present were: Jen Bonnefond, Pat Clark, Sonya Clark, Jackie Drouin, Maureen Kinder, Pam Mitchell, Deb Peale, and Librarian Melissa Small. Excused were Michelle Fiori and Brenda Lake.

Secretary's Report: Jen made a motion to accept the minutes as amended, and Deb seconded the motion. All approved. November's minutes were approved as amended.

Treasurer's Report: The Treasurer's Report was approved. Jackie made a motion to approve the Treasurer's Report and Pat seconded the motion. All approved.

Old Business

COVID Updates: Kennebec County's color is green, meaning the risk is low, so we agreed that we would post a sign saying masks are available but optional. There was a conversation regarding conducting activities inside the Library. It was agreed that it would be okay if the groups were small and the risk level remained low.

Tree Lighting Event: Everyone agreed that the Tree Lighting event was a big success, especially with the warmer temperatures and the addition of the middle school chamber chorus and its director, Adam Scarpone. Members agreed that for next year's event, the addition of some sing-along songs would be nice. Regarding cookies, it was noted that next year we should bake more chocolate chip cookies and fewer molasses and ginger cookies. Also, although we had three large containers of hot cocoa, that was not sufficient; we should plan for more next year. Finally, members agreed that we should remain at the Library for the cookies rather than walking to the town office, as we had done in the past.

Hanukkah Celebration: Approximately 10 people attended the event, which was for the most part held outside. Attendees indicated a snack preference for next year of rugelach and jelly donuts.

New business

Burns Night: The Board agreed to hold the event inside as long as the risk assessment remained low. Melissa mentioned the following regarding the event:

- Someone had offered to play a fiddle for the event.
- We need someone to do the readings.
- We need mulled cider, hot water for tea, and Scottish treats.

JAN 11 2023

Librarian's Report

NEW for INFORMATION and/or DISCUSSION

Melissa advised the Board that she would be placing her Monthly Newsletter in the Library's Shared Google Docs folder.

Deb wondered if we could also use the Board's carry-over funds to pay speakers, and Melissa agreed we could, adding that Eric Dyer had asked that we use our carry-over funds. Pat suggested that we might also use the funds for a child-sized picnic table. Melissa will look into that.

Environment/Sustainability Program Series 2023 - Melissa applied for and received a grant of approximately \$2,015 so that the Library may sponsor a series of programs that are Environment/Sustainability-related. She plans to use the funds for speaker's fees for both adults and children. Authors will receive payment of \$50-100, and non-author speakers may receive payments of \$50, or at least mileage reimbursement.

Melissa also stated that the Library would be sponsoring a number of events this year for this Environment and Sustainability Series, which she will post on the libraries website. She has asked that at least one board member commit to attend each event. She will issue a schedule and ask each of us to commit to an event.

Next Summer Possible Passes

- Children's Discovery Museum of Central Maine in Waterville - Melissa advised the Board that our name is on the list of potential customers, but we will not make a decision until we know the cost.
- Maine Wildlife Park in Gray - The Board discussed obtaining a pass, which would cost \$250, which would allow patrons to get in for \$3.50 (under \$3 free), which is half price, but it was unclear if the pass could be used by multiple families on one day or if it was limited to one family per day.
- Maine State Park Vehicle Pass (if not donated)
- Coastal Maine Botanical Gardens - All agreed that last year's purchase of the park pass was a big success, but we agreed to wait to see what this coming summer's pass would cost and what it would cover.

Baker and Taylor Orders - Melissa advised that orders are still taking a long time. In fact, there were still 16 books outstanding from her September order, and as of 12/6, none of the Nov/Dec order placed on 11/10 and another 16 outstanding from the Oct order placed 9/29. She has contacted Baker and Taylor and they have advised her that there are no problems with Readfield's account. She believes these problems may still be from the company's August ransomware attacks.

JAN 11 2023

Upcoming Events - Melissa advised the Board that she has/will be scheduling many events for the future, including

- January 9th - Official start of The Maine Home Food Waste Challenge.
- January 14th - Story Walk Event at 10:00 a.m. @ Library Outdoors
- January 18th - "Intro to Bendable Maine" Zoom workshop at 6:00 p.m. by Zoom.
- January 25th - Annual Burns Night Celebration at 6:00 P.M at Library
- January 26th - Author event at 6:00 p.m. at the Readfield Town Office and by Zoom with Tom Roth, 25-year regional columnist for *The Maine Sportsman*, to discuss his first book *A Sporting Year in Maine*. Part of the Environment/Sustainability Program Series 2023)
- January 30th - Library Book Group at 6:30 p.m. by Zoom to discuss "The Storied Life of AJ Fikry."
- January 31st - Tips and Tricks for Reducing Food Waste at Home, a Zoom event starting at 6:00 p.m., which is part of the Food Rescue Maine Program and The Environment/Sustainability Program Series 2023.

The meeting was adjourned at 7:55 p.m.

READFIELD COMMUNITY LIBRARY
BOARD OF TRUSTEES MEETING
FEBRUARY 8, 2023

The meeting was called to order at 6:31 p.m. It was held by Zoom. Trustees present were: Jen Bonnefond, Pat Clark, Jackie Drouin, Maureen Kinder, Pam Mitchell, Brenda Lake, Deb Peale. Also present were Librarian Melissa Small and Town Manager Eric Dyer. Excused were Sonya Clark and Michelle Fiori.

Secretary's Report

The Board reviewed the minutes of the January 8, 2023 meeting. Jen moved to approve the minutes as amended, and Brenda seconded. All approved.

Treasurer's Report

The Board reviewed its financials for January. It was noted that certain areas of the budget had increased due to program support, Story Walk, professional development, author speaking fees, office supplies, wages (implemented by the town for all employees), etc. Jen motioned to approve the budget, and Deb seconded the motion. All approved.

The board also reviewed the budget for Fiscal Year 2023/24. Pat moved to approve the Fiscal Year 23/24 budget, and Jen seconded. All approved.

Old Business

COVID Updates: The Board agreed to maintain the current position regarding Covid precautions, which means that as long as the Kennebec County indicates low risk (green) masks will be available (but not required) and no sign will be posted. If Kennebec County is in the yellow risk, a sign will be posted at the entrance indicating that masks are recommended and available for those who prefer to wear a mask.

Burns Night: Melissa said that the Burns Night was a big success. There were musical performers, Scottish snacks, and poem readings.

Environmental and Sustainability Program Series Update: Melissa said that the library has sponsored three programs to date, and many more will be scheduled in the future. All programs may be found on the Library's calendar on its website.

Tom Roth Author's Talk: Melissa said the talk was very good and the author was able to sell some books at the event.

Full Moon Walk: Melissa said the full moon walk was a great success. Many patrons, as well as members for neighboring communities attended, and there were snacks and drinks available for all after the walk.

The Coastal Maine Botanical Gardens - There is no new information regarding the current cost of a community pass.

Maine State Park Pass - The Board agreed that the Readfield Community Library (RCL) should continue to have a Maine State Park Pass this year. If the cost of the pass is not donated, Jen made a motion to approve the purchase of the pass using library funds, and Maureen seconded the motion. The cost of the annual pass is \$105. All approved.

New Business

Town Manager Eric Dyer attended the meeting to explain some changes to the way the budget would work going forward as well as some of the renovations planned for the RCL.

Budget Changes:

- Eric said that at the behest of the town's auditors, all accounts in the town's budget, including the library's, will have two buckets: Expenditures and Revenues. Any funds that are not used during the fiscal year will be added to the general fund rather than being carried forward to the following year. Eric said the new reserve policy will be implemented at the end of fiscal year 2024.
- Operating Reserves: The RCL currently has over \$10,000 in its reserve account. If the Board thinks we need more funds for a particular year, that should be requested in the annual budget request (Eric said that the town is not currently taking funds out of existing reserves.)
- When asked about what would happen if the RCL overspends, Eric explained that the town has funds that could be used if that situation arose, but he recommends that if the RCL Board anticipates any needs/expenses in the coming fiscal year, it should ask for those funds during the budget process.
- Eric said that each department will have guidelines for its reserves, and those guidelines will be shared with each committee and ultimately approved by the Select Board. (Eric explained that funds granted to the RCL would be treated differently than funds supplied by the town budget and would not be added to the general fund if not used during the fiscal year.)

Renovations:

- Regarding renovations proposed for the RCL, an RFP (Request for Proposal) would have to be submitted, and he expects that most of the work will begin by June and be completed by the end of the year. Eric said any work done on the second level will not interfere with the everyday activity at the Library. Eric will meet with Pam and Deb before

FEB 08 2023

meeting with the contractors to discuss the work that will be done. Eric anticipates the town will do work on the following areas of the library this year:

- Entrance to the RCL: The plan is to repair/replace the main entrance (side) steps and build an access ramp to ADA standards. He said the ramp would maintain its current orientation and would be made with pressure treated or plastic wood for longevity and ease.
- Second Floor Egress Door: Eric said the egress has been designed, but they need to get an RFP to get the work done to code and to ADA standards. Back room on second level: Eric is planning to have the town's staff do the following work: (1) Removal of wallpaper and and repair the walls; (2) repair the ceiling; and (3) cover the floor with heavy duty paint.
- Paving of the parking lot: Eric said that prior to the paving, the parking lot must be surveyed and an easement obtained from RCL's neighbors.

Volunteer Training: Melissa said there would be training for library volunteers on February 28th. She has requested that all RCL Board Members attend the training. She will record the training for those who are unable to attend.

Union Meeting House/Historical Society: These organizations are planning to conduct a fundraising program on December 2nd that will include different locations throughout the town decorated to reflect different periods with people dressed in appropriate garments for the time period. The group has asked if the library could be one of the locations. The Board agreed that it would be okay for the library to be one of the locations.

Google Calendar: Melissa would like to start using Google Calendar for the RCL so that all of the events could be found there.

Readfield Recreation Committee Youth Summer Day Camp: The Rec Committee is going to conduct a survey to determine interest in having a Youth Summer Day Camp at the town beach, fairgrounds, and the high school/middle school. They are considering the program for children from third to fifth grade. They may possibly need occasional Story Time volunteers for rainy days and/or other help from the Library.

Policy Committee Update: Melissa said the group continued to meet and she thanked Pam, Deb, and Brenda for their work on the project.

The meeting was adjourned at 7:56 p.m.

READFIELD COMMUNITY LIBRARY
BOARD OF TRUSTEES MEETING
MARCH 8, 2023

The meeting was called to order at 6:33 p.m. It was held by Zoom. Trustees present were Pat Clark, Jackie Drouin, Michelle Fiori, Pam Mitchell, Deb Peale, and Librarian Melissa Small. Excused were Sonya Clark, Maureen Kinder, and Brenda Lake.

Secretary's Report: Deb Peale made a motion to approve February's minutes as amended. Pat Clark seconded the motion. All approved.

Treasurer's Report: Melissa notes that office supplies costs were higher than usual because of the purchase of an outdoor bulletin board that will go on the side door, and new library cards for new patrons. Jackie Drouin motioned to approve the report. Deb Peal seconded the motion. All approved.

Old Business

COVID Updates - Nothing has changed, so we will continue with the current policy. However, Melissa noted that the library has had some events in relation to the Environment and Sustainability Program Series inside at the town office and masks have not been required, but about half of the participants do wear masks. In addition, participants have had the option to attend by Zoom.

Environment and Sustainability Program Series (E&SPS) Update - Melissa advised the Board that the Readfield Community Library (RCL) sponsored three events in February. They included:

- February 2nd - Author event with Tom Roth, a regional columnist for *The Maine Sportsman* in which he discussed his new book *A Sporting Year in Maine*.
- February 6th - Full Moon Snowshoe/Hike event.
- February 16th - Vanessa Berry for the National Resource Council of Maine discussed the State's program on Maine's Waste Policies, where Deb acted as the host for the night. (Eric Dyer and Melissa's son Josh also helped with the event by ensuring that others could attend by Zoom.)

In March, the following programs were, or will be, offered:

- March 6th - Author event with Clair Ackroyd, live and via Zoom, where she discussed her book, *Murder in the Maple Woods*, and discussed the maple syrup industry in Maine.
- March 30th at 6:00 p.m - "Get to Know Your Local Farmer," which will take place live and via Zoom. To date, Melissa has four farmers scheduled to be at the event: Trent Emery, from the Emery Farm, Wayne; R & L Berry Farm, Readfield; The Knight Farm,

Readfield; and Christianson Farm, Readfield. She is hoping to obtain a few more farmers for the program and will advertise those additional farmers as they are confirmed.

- February 25th - Take Your Children to the Library Day - Melissa did a shout-out to the people involved in the February 25th event. She was especially thankful for the children from the Pineland Suzuki School students who played violin for the patrons in the morning and Nick and Ellen who played folk music for the patrons in the afternoon.

Park Passes Approved Expenditures

- State Park Pass - At the Board's last meeting we approved the purchase of the pass if it was not donated. As it was not donated, Melissa will move forward and purchase the pass.

New Business

Volunteer Training - The library training day has been tentatively scheduled for March 21st. It will cover issues such as policies and procedures for workers at the circulation desk and Eric Dyer will attend to discuss emergency procedures. Melissa asked all Board Members to attend the training, which will be held by Zoom. Melissa will record the training for those who are unable to join the event. Melissa will send out an email to the RCL Board to confirm the date.

Upstairs Renovation Update - Deb and Pam met two times with officials from the town. The first meeting was with Ben and Matt and they discussed the work the town will be doing at the Library. The plan is for Ben and Matt to redo the walls and ceilings in the upstairs back room across from the kitchen and in the front large room. A local contractor will be consulted to potentially help with that work, in addition to installing the upstairs door/fire escape. On the other side of the kitchen they are looking at putting trim on the ceiling and potentially adding heat so that eventually the room may be used for Melissa's work space. They are also planning to add lighting to all of the rooms on the second floor. Pam said she and Deb also had a second meeting that also included Eric, a meeting that they hoped would include some contractors, but no contractors came. Finally, Pam explained that the rooms upstairs cannot officially be used until the upstairs has two methods of egress, and it currently only has one.

Melissa said she was not clear about the Request For Proposal (RFP) process related to work on the library, and she wondered if Pam could discuss this with Eric when she next meets with him. She is wondering what the next steps in the process should be so that we can proceed with the renovation.

ARPA Funds - Melissa also advised the Board that Maine has received a large sum of money from the federal American Rescue Plan Act (ARPA) funds, which will be distributed by the Maine State Library (MSL) and Maine Department of Economic and Community Development (DECD). MSL and DECD will be distributing funds through a grant called Remote Work in Libraries. The effort is to ensure that Maine is work friendly for remote workers and home-based

entrepreneurs. There are two grants available through the program; one is a smaller grant for smaller projects ranging from \$5,000-\$25,000 to support minor renovations, creating comfortable co-working and flexible spaces as well as virtual spaces, digital resources and services, and programming for home-based works. The second is for larger projects of \$25,000-\$100,000. Those are for construction, ADA accessibility, for space renovations to provide co-working, meeting, and DIY spaces that home workers may need. This is all new information that has not been discussed with anyone other than the Board at tonight's meeting. Melissa's initial contacts with the program's coordinators indicate that the Library may be eligible for the large grant, which could provide funds for making our Library's upstairs ADA accessible and provide space upstairs for remote workers and home-based businesses to use. The large grants are 3-year awards with grant funds needing to be spent by September 2026. If we want money from the larger grants, we must first submit a letter of intent, which is due by the end of March. Melissa said the people involved in the project are readily available and would be very helpful with putting together a plan. If the project proposal is approved, then we could be able to apply for the grant. For the smaller grant, we don't have to do a letter of intent and the application is due by May 31st. However, everyone agreed that first we would have to discuss this with Eric and the Select Board, as they have to give the ok for any grant applications.

Boothbay Railway Village Museum Pass - Melissa thought that the Board should consider purchasing this pass for the Library. She said it worked similar to the Botanical Gardens pass in that it would allow two adults and unlimited children to get in for free. The cost for the Library is \$150, and it is a printed pass with a specific date. The funds could come from the New England Small and Rural Libraries Grant we received. The Board agreed to the purchase. If the grant funds are not available, the Library has an anonymous donor who would be willing to pay for the pass. Everyone agreed to purchase the pass. Melissa said that we may only do this for one year, but we will try it for this year. Everyone agreed that we should give it a try.

Coastal Maine Botanical Gardens Pass - The Board agreed to purchase the \$150 pass using funds from the Library's programming budget. The program is running in the same manner and at the same price as last year. Everyone agreed to purchase the pass.

State Park Pass Approved Expenditure - Melissa will purchase the Park Pass with library funds as the expenditure was approved at the RCL Board's last meeting. She will look at issuing the passes for periods of less than a week, as we have historically done, so that more people can use it. The problem with the pass is that it is a physical pass and it might be difficult to do logistically. Melissa asked the Board if we would be agreeable to let patrons use it for a shorter period of time if Melissa was able to figure out how to make that work. Everyone agreed that would be fine.

Arts & Humanities with The Gallery - Melissa's goal is to establish opportunities for collaborating with different organizations within Readfield, such as The Gallery Art Gallery, located in downtown Readfield, owned by Camee Davidson. There is an Arts and Humanities Grant we can pursue through the Maine Humanities Council, and Camee and local resident Samantha Horn have agreed to help write the grant and develop the project. We are looking at

programming for August 2023 or August 2024, which would include a month-long display of Native American arts and crafts at The Gallery, a possible basketmaking demonstration/workshop, and an author event with Maine author Morgan Talty (*Night of the Living Rez*). Nothing has yet been confirmed.

Gerry Boyle: Summer Author Event - Melissa has reached out to Gerry Boyle to see if he would be willing to come to the library to discuss his new book, *Robbed Blind*. His fee is \$250, and the fee would come from the Library's program money.

Maine Humanities Council Summer Read ME - There would be a \$72 fee for the Maine Humanities Council Summer Read ME program, which would cover the books, three each of the two book titles. Deb will see if the Friends of the Readfield Community Library will cover this cost as they have for the past 3 summers. The two books that will be read this year are *Lung Fish* by Meghan Gilliss and *Night of the Living Rez* by Morgan Talty. (The Library's Book Group will be reading those books in July and August, respectively.)

Summer Reading Program Dates -The theme for the summer reading program is "All Together Now: Kindness, Friendship & Unity." Regarding the funding for the prizes for the program, Melissa suggested that Board Members bring in "mini prizes" from their home and that we use donated books, both of which have been a big hit in the past. (Thus, we will not necessarily use theme-based prizes.) For the larger end-of-summer raffle prizes for kids and adults that readers earn tickets for, we would need an additional \$150 for gift cards prizes. Deb will ask if the Friends group will support this program expense and they have in the past few years.

After much discussion, it was agreed that June 14th at 6:00 p.m. was the best day for kicking off the summer reading program and, tentatively, August 21st would be a good date to end the program. However, since the program always ends with the Chewonki's annual outdoor program at the library, that date must first be confirmed with Chewonki.

Christmas Tree/Lights - Deb and Pam agreed to remove the Christmas tree and tree lights as well as the candles from the windows.

The Board's next meeting is scheduled for April 12, 2023.

The meeting was adjourned at 8:04 p.m.

READFIELD COMMUNITY LIBRARY
BOARD OF TRUSTEES MEETING
APRIL 12, 2023

The meeting was called to order at 6:34 p.m. It was held by Zoom. Trustees present were Jen Bonnefond, Pat Clark, Jackie Drouin, Michelle Fiori, Maureen Kinder, Pam Mitchell, and Deb Peale. Also present was Librarian Melissa Small. Excused was Brenda Lake.

Secretary's Report: Jen motioned to approve March's minutes as amended and Deb seconded. All approved.

Treasurer's Report: Pat motioned to approve March's report and Pat seconded. All approved.

Old Business

COVID Updates - The Covid status has not changed, so we will continue with the current policy. Melissa noted that, with the Board's blessing, she will move to the children's section of the main floor some toys and chairs that had been moved upstairs during Covid. All agreed to Melissa's suggested change. (The children's section had room for the items because Deb moved the big cubby shelf upstairs.)

Environment and Sustainability Program Series (E&SPS) Update - Melissa advised the Board that the Readfield Community Library's (RCL) two March events were very good. They included:

- March 7 - Author's Talk with Claire Ackroyd - The RCL and Readfield U¹ sponsored Claire Ackroyd, author, garden designer, and MOFGA organic maple inspector in the Jackman sugar camps, to talk about her book, *Murder in the Maple Woods*. Eighteen individuals attended the talk, which took place at the town hall. Melissa received very positive feedback after the event.
- March 30 - Get to Know Your Local Farmers - Six local farms, Emery Farm, Christianson Farm, The Knight Farm, Kents Hill Orchard, Maiden Mushrooms, and R&L Berry Farm, shared information about their farms. Melissa said the event was a huge success and feedback on the program was very positive. The turnout was high: 34-35 in person and 13 more on Zoom.

MSL Remote Work in Libraries Grant - Melissa explained that the grant is for libraries to support their local community for those who work from home, either for remote work or with home-based businesses. Melissa decided not to apply for the larger grant as the conditions at the library were not right at this time, but she does think she will apply for the smaller grant. The

¹ Readfield U is a Readfield-based group that offers, at no charge, courses on a variety of different subjects..

application is due at the end of May. The amounts available range from \$5,000 - \$25,000. Melissa is considering a number of potential uses for the grant money, including:

- Lendable wireless “hot spots”--these may be especially important for summer residents working remotely from Readfield, to allow them to stay in Maine longer with good internet..
- New technology to potentially include:
 - A new desktop with audio/video capabilities for virtual meetings (our current desktop is very old with no camera or microphone); and
 - Laptops, headphones, charging stations and chargers for use in the library (and possible lending)
- Electrical work to potentially include:
 - An electrical outlet for the adult book room, which is the only quiet room where someone could work (the room currently has no outlets);
 - An electrical outlet on the back of the building where the tables and chairs are located so that people working outdoors have a place to charge, particularly when library is closed; and
 - A conduit to the back of the parking lot where the picnic tables are located and where we have library events.

Melissa said the ideas regarding electrical work would first need approval from Eric Dyer and the Select Board as any subsequent upkeep would be the town’s responsibility. In addition, Melissa, at Sonya’s suggestion, will discuss the potential electrical work with the town’s electrician to determine if upgrades to the library’s current electrical capacity would be required.

New Business

May Meeting - The May meeting will take place on May 10th. As Pam cannot attend the meeting, Jen agreed to help guide the Board through the agenda items.

June Meeting - The June meeting will take place on June 7th, rather than the 14th, due to the Summer Reading Program Kickoff scheduled for June 14th.

Library Door Painting - Melissa said that most people have voted for their preferred color for the doors, and she thought a consensus had been reached. Since Deb has agreed to paint the doors, she asked that the Board move on that project sooner than later. Pam and Jackie volunteer to help with the door painting project.

Summer Reading Program - The program is scheduled for June 14th at 6 p.m. Melissa reminded Board Members to bring in any books, toys, or trinkets appropriate for children or teens so she can give them out as prizes to the participating readers.

Possible Knit & Crochet Group - After much discussion, it was agreed that the summer was not the best time to start a Knit & Crochet Group, but the Board agreed to reconsider the issue in September and potentially start a group in October. Deb would be willing to participate if the group met during the week rather than the weekend. Sonya suggested that, if we start a knitting program, we could advertise and potentially use the services of Neighbors Driving Neighbors² for those who would like to participate but cannot drive to the Library.

Maine Library Association Annual Conference - Melissa will be attending the Annual Conference on May 22-23. The cost is \$217 and is covered by the Library's budget. Melissa will let us know if she needs coverage on the conference dates as the time draws near. Melissa advised the Board that on May 21st the Maine Library Association is having a fundraiser dinner and the keynote speakers will be Stephen and Tabitha King, if anyone is interested. For non-MLA members the cost is \$149, which includes dinner, dessert, 1 drink, and music. The Kings will not be selling books or signing autographs at the event.

Youth Volunteers - Melissa has had some new volunteers working on their community service hours for National Honor Society hours. In addition, a few Kents Hill School students, who are part of a Community Engagement Club, would also like to volunteer. Melissa and Ben Rodriguez met with the students to discuss possible volunteer activities, and some have already started working on projects. Some of the projects include:

- Changed the Story Walk books for the library;
- Refinish a wooden table and two chairs that had been stored upstairs at the library;
- Clean all of the library shelves;
- Clean up the library property; and
- Assist residents in the library.

Issue: Melissa said that one person who is only 10 years old has inquired about working at the circulation desk. Although the Board has no written policy regarding how old someone must be to work at the circulation desk, the general policy has been that they are at least high school age. After much discussion, Jackie made a motion that the Board implement a policy specifying that to volunteer at the circulation desk, the individual must, at a minimum, be of high school age. Deb seconded the motion. All were in favor.

Crafternoon - The library will host an event for kids to make crafts on April 18th during school vacation. Melissa asked that, if possible, we make snacks for the event.

Volunteer Appreciation - The Library will host a Volunteer Appreciation Day on April 19th from 4 - 6 p.m. Melissa said the Board members were welcome but not required. She also requested that we send her an email letting her know if we can make a treat for the event.

Melissa pointed out that RCL's volunteer hours for fiscal year 2021 - 2022 were 970.75 hours. The figure does not include Board Member's hours while attending board meetings or extra

² Neighbors Driving Neighbors is a group of volunteers who have offered to provide rides to community members.

projects of the Board, as it is work that we do for the town. However, she said that additional Board members' hours spent working on events should be added to the library's volunteer hour log sheet.

Annual Report - Melissa has submitted the Annual Report to the Maine State Library for FY22, and those statistics are forwarded to the federal level. Melissa said that as of June 30, 2022, almost all of our numbers went up and were approaching or surpassing pre-pandemic levels. Those numbers included figures on circulation and patrons in the library, etc. However, she pointed out that while the figures for teens and adults visiting the library have increased, the number of children in the library was still low compared to pre-pandemic times.

Pam must also complete and file a required annual report to the town regarding the library, and that information is published within the town's annual report.

Gerry Boyle Author Talk - It will occur on Wednesday, June 28th, at 6:30 p.m.

RCL's Facebook Page - Melissa has noticed some posts on the RCL's Facebook page that are advertisements for for-profit businesses. As the administrator for the library's Facebook page, Melissa hid the posts considering we would not allow such advertisements within the library itself (for example, on the bulletin board). Melissa explained that the advertiser would not see that their post had been hidden, and the advertiser's followers would still be able to see the post, but the library's followers would not see it.

Decision Items

- RCL Water Bottles - A few teens come into the library to do homework or study. Melissa was thinking of putting up a basket for these teens that included RCL water bottles and granola bars/snacks. All Board Members agreed that would be fine.
- Justine Fontes/MOUSEversary - Justine would like to do another MOUSEversary program this summer on July 15th. The theme this year would be Pirates and Ballerinas. Justine suggested a possible water gun fight on the front lawn as one of the activities. Melissa has concerns regarding this activity given that they wanted to do it in the front yard of the library, which could be dangerous as the front lawn area is very small and is on a busy road. The Board agreed that they did not like the idea of water guns at the library, and suggested the beach as a possible location instead. Melissa will follow up with Justine.

The Board's next meeting is scheduled for May 10th.

The meeting was adjourned at 8:00 p.m.

Readfield Recreation Committee Meeting Minutes – August 8, 2023

Attendees

- Hannah Flannery
- Matt Lajoie
- Matt M
- Jennifer Worthing
- Jeff Carlson

Agenda

- Fairgrounds update
 - Softball field approved
 - Need to finalize the overall plan.
 - Keeping the basketball court in the plan.
 - At fairgrounds or beach?
 - Security or methods of keeping order.
- Heritage
 - Kickball
 - Need official kickball
 - Sean Keegan is MC'ing event
 - Need Music and speaker: Jen and Matt to supply
 - Role call at 9:30am
 - Matt ordered kickballs
 - Buy Gatorade and water to sell - Jen
 - Organize at 9am
 - Finalize rules
 - Set up yard games by the gaga pit
- Soccer
 - Plan next meeting to discussed.
 - Send note to families - Jeff
 - Field use form to be filled out for skills and drills 9/9. Last day 10/21.
- Recreation Meeting: Scheduled for 9/5/2023

Readfield Trails Committee Minutes

April 26, 2023

Present: Nancy Buker, Jackie Drouin, Greg Durgin, Steve Hayes, Greg Leimbach, Rob Peale, Holly Rahmlow

Excused: Paul Bessette, Megan Lachapelle, Henry Whittemore

Rob opened the meeting at 6:35 p.m. in person and on Zoom.

Jackie agreed to be timekeeper.

Nancy moved the minutes from Nov. 30, 2022, be approved. Greg D. seconded. All approved.

Jackie reported that our current balance is \$5,730.79. It does not include the bluestone that Rob just ordered for tomorrow's work with Kents Hill students. The balance will go up if our 2023 budget request is approved at the June vote.

Rob said that he has not heard from the Therriens re their proposal for a trail behind the school, which was made at our November meeting.

Rob said he plans to talk to the Maranacook superintendent about the possibility of trails on school property. Nancy noted that there are a number of private properties in that area where the owners allow snowmobiling but are not interested in being included on our maps.

Greg D. reported on the progress with the Comp Plan Committee. A final draft was posted on the website, and residents are encouraged to read it. On May 17 there will be a public hearing to explain the process and to allow residents to ask questions, but no changes will be accepted.

He also reported that the Conservation Commission met with a couple who want to grow chaga mushrooms on birch trees in the town forest. They take several years to grow with an initial cost of \$8,000 with the idea that a decade down the road the town would make money off it. The CC has put the idea before the Select Board. Greg D. said the CC has also been working on the plans for the Fairgrounds project.

Stewards reported on their trails. Steve said that the Fairgrounds trails are in good shape with just a bit of geotech showing through in places. He said there are a couple places that will need bluestone but just a wheelbarrow or two. He said the trail that circles the bleacher section is just about all grassed in. Rob said he will try to take a look at it soon.

Rob said the Morrill Road trail is in good shape. Jackie reported that a bridge on the Fogg trail is down to one board. Funds will be required to fix that. Greg D. said that he checked on the Mill Stream path over the winter and it looked fine.

For the work day tomorrow, the bluestone is in place to make the Community trail behind the library as universally accessible as possible. The stone was dropped off by the Meeting House today, and Ralph Eno was kind enough to use his tractor to move it into place.

Holly led a discussion about the Trails maps and the plan to create maps for individual trails that can be accessed via a QR code. Her husband Don does the work. The committee is happy with the overall look of the trail map after the addition of Carlton Pond and Morrill Road, but Holly will send out a PDF for everyone to review more closely. Don is also going to create several individual maps. We decided to start with the Fogg trail as a test and reviewed the features we would like to see on it. The maps will be dropped into a Word document so members can add text below the maps, then save them as a PDF to post on the kiosks and the town website.

Nancy asked if the committee knows of any plans to building a trail on the old discontinued road that went from the end of P Ridge to the Town Farm on Elvin property. Greg L. and Rob noted that if any trail was built to the Town Farm it would be on the Draper property. No one knows of any plan to go anywhere near the Elvin property. It was noted that any potential trail would require landowner permissions. Greg D. said the Conservation Commission is working with New England Forestry about access to the Draper property.

Rob said Dennis Price asked him if Trails had any interest in sponsoring an activity for Heritage Days. Greg D. said he is going to be working for the food pantry, and Greg L. said he plans to attend the planning meeting for Heritage Days, but no one else expressed interest.

Rob expressed his continuing concern about the chiropractor posting ads on the Trails Facebook page. Steve said he thinks it is Meta-authorized advertising using Constant Contact. Nancy moved that we authorize Rob to approach the chiropractor posting ads on our town Trails page to stop doing so. Jackie seconded. Everyone voted in favor.

Rob encouraged those up for reappointment to the Trails Committee to sign up.

Rob asked Steve if he wanted to continue on the Fairgrounds planning committee. He does not. Jackie agreed to be the second person. Rob is already representing Trails. Greg D. said the committee has come a long way toward agreements. Current scope includes an additional ball field and portable toilets, but no basketball court or concession stand.

We discussed our views on the Fairgrounds project. Rob, who is serving on the working group for the Fairgrounds project, submitted the following list of suggestions to that group.

- Need trail kiosks at both trail entrances.
- The trail sign/kiosk should be where the trail leaves the parking lot so it is visible from the parking lot.
- The proposed trees in the middle of the parking lot will create maintenance issues (keeping it alive until established, leave cleanup, space, etc.).
- Need to make sure there is truck access to the porta-potties.
- There should be bus access to the parking lot.
- There should be a one-way entrance and a one-way exit at opposite ends of the parking lot to facilitate access for buses and for large events.
- Get rid of the hump in the road.
- Sidewalk should be on the east side of the road for safety reasons especially if hump is not removed.

Adjourned at 8:34 p.m.

Minutes prepared and submitted by Holly Rahmlow